



February 13, 2020



**REGIONAL MEMORANDUM**

No. 107, s. 2020

**SUBJECT: POLICY ON MONTHLY PAYROLL WORKSHEET AND REPORT OF SERVICE (FORM 7)**

**TO:** Schools Division Superintendents  
Assistant Schools Division Superintendents  
All concerned  
This Region

1. The Commission on Audit (COA) issued prior years Audit Observation Memorandum for the management to take action on certain processes and procurement which are made in violation of DepEd and COA rules and regulations resulting to loss of government funds, one of which is the overpayment of retired/transferred/separated teachers and employees of various Schools Division Offices in Caraga Region.
2. According to the report, the government lost Php772,812.82 due to overpayments of salaries of 30 retired/transferred/separated teachers and employees during the period April 2014 to June 2015 only which they received beyond their retirement/transfer/separation dates caused by the late and incomplete submission of Monthly Payroll Worksheet and Report of Service Form (Form 7) by the 12 SDO's to the Regional Payroll Services Unit (RPSU), thus depriving the government from using the funds for other priority programs and projects.
3. To rectify the issue as contained in the Audit Observation Memorandum, Schools Division Offices are hereby mandated to adhere strictly the following timeline and process of preparing and submitting their Form 7.
  - 3.1 Schools and District Offices shall submit their respective Form 7 to the Schools Division Offices within the deadline agreed and set by the Division for the latter's consolidation;
  - 3.2 The Division HR which is under the supervision of the Admin Unit shall see to it that all Form 7 are submitted on time and the Admin Unit shall ensure that all submitted Form 7 to the RPSU are accurately reviewed and correct based on the actual report of service rendered by the teachers and employees concerned;

ASD/jbr  
02/13/2020



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3.3 On-line submission of Form 7 should contain an electronic signature of the authorized signatories and in case of unverified entries that will result to overpayment of teachers and employees due to retirement, transfer, separation, and leave without pay, the person responsible on the preparation of the Form 7 whose signatures appear therein and the Admin Unit shall be held liable for refund. Contents of Form 7 submitted in hard copy should coincide or the same as that of the Form 7 submitted on-line and in case of conflict between the entries between therein, the same will be returned to the SDO for reconciliation of entries and the same may cause for the delay in the release of salary.

4. Immediate dissemination of this memorandum is desired.

**FRANCIS CESAR B. BRINGAS, CESO V**  
Director III  
Officer In-Charge  
Office of the Regional Director

ASD/jbr  
02/13/2020



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